



U.S. House of Representatives

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, by email at gifttravelreports@mail.house.gov, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

- Name of Traveler: Willie Lyles III
- Name of Accompanying Relative: _____ **OR** None
 - Relationship to Traveler: Spouse Child Other (specify): _____
- Dates: Departure: June 29, 2022 Return: July 1, 2022
 - Dates at Personal Expense, if any: _____ **OR** None
- Departure City: Arlington, VA Destination: Bellevue, WA
Redmond, WA Return City: Seattle, WA
- Sponsor(s), Who Paid for the Trip: Microsoft Corporation
- Describe Meetings and Events Attended:
We met with Microsoft officials on a host of issues from accessibility and inclusion to cybersecurity and climate sustainability.
- Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a completed *Sponsor Post-Travel Disclosure Form*;
 - the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
 - page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - the letter from the Committee on Ethics approving my participation on this trip.
- I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
Signify statement is true by checking the box.
 - If not, explain:

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: Date: 7/1/22

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: James E. Clyburn Date: 7/1/22

Signature of Supervising Member:



U.S. House of Representatives
COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip *within ten days of their return*. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

- Sponsor(s) who paid for the trip: Microsoft Corporation
- Travel Destination(s): Redmond, WA
- Date of Departure: June 29, 2022 Date of Return: July 1, 2022
- Name(s) of Traveler(s): Willie Lyles III

Note: You may list more than one traveler on a form only if all information is identical for each person listed.

- Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$1473.80	\$464	\$79	\$0
Accompanying Family Member				

- All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box.

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Michaela Berendt Date: 7/7/2022

Name: Michaela Berendt Title: Associate

Organization: Microsoft Corporation

- I am an officer of the above-named organization. Signify statement is true by checking box.

Address: 1 Microsoft Way, Redmond, WA 98052

Email: miberend@microsoft.com Telephone: +1 (425) 538-7023

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Willie Lyles III
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Microsoft Corporation
3. City and State **OR** Foreign Country of Travel: Redmond and Bellevue, Washington
4. a. Date of Departure: June 29, 2022 Date of Return: July 1, 2022
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? **If yes:**
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: Spouse Child Other (specify): _____
(3) Yes No Accompanying Family Member is at least 18 years of age:
6. a. Yes No Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
The distance from Washington, DC to Redmond & Bellevue, Washington necessitates one additional night of lodging to accommodate a full day of activities and meetings.
7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties.
Staff should include their job title and how the activities on the itinerary relate to their duties.
As Senior Advisor and Counsel to the Majority Whip, I'm interested in Microsoft's work engaging communities of color for a more inclusive workforce and their management of cyber threats.

9. Yes No **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member

Date

6/2/2022



U.S. House of Representatives
COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should **NOT** submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip:

Microsoft Corporation

2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.

3. Check only one. I represent that:

a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: OR

b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: OR

c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors:

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):

See attachment.

5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: June 29, 2022 Date of return: July 1, 2022

7. a. City of departure: Arlington, VA

b. Destination(s): Bellevue, WA; Redmond, WA

c. City of return: Seattle, WA

8. Check only one. I represent that:

a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: OR

b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: OR

c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. Check only one of the following:

a. I checked 8(a) or (b) above; OR

b. I checked 8(c) above but am not offering any lodging: OR

c. I checked 8(c) above and am offering lodging and meals for one night; OR

d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:

See attachment.



COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). Indicate agenda is attached by checking box.

11. Check only one of the following:

a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. Signify that the statement is true by checking box; OR

b. Not Applicable. Trip sponsor is a U.S. institution of higher education.

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging technologies and discuss policy issues important to the technology sector.

13. Answer parts a and b. Answer part c if necessary:

a. Mode of travel: Air Rail Bus Car Other (specify: _____)

b. Class of travel: Coach Business First Charter Other (specify: _____)

c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking the box.

15. Check only one. I represent that either:

a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; OR

b. The trip involves events that are arranged specifically with regard to congressional participation.

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided):

1 day of meals on 6/30/2022 at \$79/day (\$15 breakfast, \$10 lunch, \$54 dinner)

2) Provide the reason for selecting the location of the event or trip:

See attachment.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Hyatt Regency City: Bellevue, WA Cost Per Night: \$232

Reason(s) for Selecting: Close location to Microsoft headquarters and within locale's per diem allowance.

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking the box.



COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$1,000	\$232	\$79
For each Accompanying Family Member	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$150/person	Local transportation to and from Microsoft
For each Accompanying Family Member	N/A	N/A

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check only one:

- a. I certify that I am an officer of the organization listed below; OR
 b. Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

- a. I read and understand the Committee's Travel Regulations;
 b. I am not a registered federal lobbyist or registered foreign agent; and
 c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Michaela Berendt Date: 5/23/2022

Name: Michaela Berendt Title: Associate

Organization: Microsoft Corporation

Address: 1 Microsoft Way, Redmond, WA 98052

Email: miberend@microsoft.com Telephone: +14255387023

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
 Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
 More information and forms available at ethics.house.gov

Theodore E. Deutch, Florida
Chairman

Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York

Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

June 21, 2022

Mr. Willie Lyles, III
Office of the Majority Whip
H-329, The Capitol
Washington, DC 20515

Dear Mr. Lyles:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Bellevue, Washington, scheduled for June 29 to July 1, 2022, sponsored by Microsoft. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$415 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch
Chairman

Handwritten signature of Jackie Walorski in blue ink.

Jackie Walorski
Ranking Member

TED/JW:ar

4.

First Name	Last Name	Office of Congressional Affairs	Job Title	Reason for Invitation
Gordon	Holzberg	Rep. Alma Adams	Legislative Assistant	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Paige	Hutchinson	Rep. Gloria Allred	Chief of Staff	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Thaddeus	Woody	Rep. Marc Veasey	Legislative Director	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Mariel	Jorgensen	Rep. Ruben Gallego	Legislative Director	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Ricco	Garcia	Rep. Vicente Gonzalez	General Counsel	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Patrick	Devney	Rep. Annie Kuster	Chief of Staff	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Whitley	O'Neal	Rep. Colin Allred	Legislative Director	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Gabrielle	Howard	Rep. Troy Carter	Senior Legislative Assistant	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Melanee	Farrah	Rep. Nikema Williams	Chief of Staff	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Ariadna	Fernandez	Rep. Veronica Escobar	Legislative Assistant	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Nick	Hawatmeh	Rep. Lisa McClain	Chief of Staff	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Zachary	Rutherford	Rep. Diana Harshbarger	Chief of Staff	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Chris	Crawford	Rep. Buddy Carter	Chief of Staff	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Laura	Engquist	Rep. Troy Balderson	Deputy Chief of Staff	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Hayden	Haynes	Rep. Mike Johnson	Chief of Staff	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Jennifer	Haynes	Rep. Darrell Issa	Legislative Director	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Jason	Galanes	Rep. Mike Turner	Chief of Staff	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Caroline	Cash	Rep. James Comer	Chief of Staff	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Nick	Hawatmeh	Rep. Lisa McClain	Chief of Staff	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.
Willie	Lyles III	Majority Whip Clyburn	Senior Advisor and Counsel	Individual serves as a representative to an office of importance to Microsoft's public policy initiatives.

9d. Attendees are flying from Arlington, VA (DCA) to Seattle, WA (SEA) and are expected to participate in a full day of meetings (on attached agenda).

15b2. Redmond, WA is the global headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while participating in tours.



Schedule

Wednesday, June 29, 2022

Start Time	End Time	Subject/Speaker	Location
5:40 pm	8:35 pm	Alaska Airlines Flight AS0003	DCA to SEA
8:35 pm	8:35 pm	Arrival at SeaTac Airport	
		<i>Meet the shuttle driver at baggage claim for flight AS0003 carrying a "Microsoft" sign. Michaela Berendt from Microsoft will be on site with the driver.</i>	
8:35 pm	9:15 pm	Shuttle bus to hotel	
9:15 pm		HOTEL: Hyatt Regency Bellevue	Hyatt Regency 900 Bellevue Way NE Bellevue, WA 98004

Thursday, June 30, 2022

Start Time	End Time	Subject/Speaker	Location
8:00 am	8:30 am	Shuttle Departs for Microsoft	
		<i>Meet Christiana Meyers from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>	
8:30 am	9:00 am	Welcome Breakfast and Opening Remarks Alli Halataei, Senior Director of Congressional Affairs	Executive Briefing Center 16070 NE 36th Way Redmond, WA 98052
		<i>Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.</i>	
9:00 am	9:30 am	DEMO Digital Transformation #InRealLife Brett Reifers, Business Program Manager, Demos	EBC #IRL Demo Pods
		<i>Digital Transformation #InRealLife (DTIRL) brings to life real world customer stories across key solution areas and industries at the Redmond EBC. Participants will watch staff showcase the latest and greatest MS customer stories highlighting our technologies including O365, Azure IoT, HoloLens, Machine learning, and more. Participants will also experience a hands-on demonstration of HoloLens technology.</i>	



Start Time	End Time	Subject/Speaker	Location
9:30 am	9:45 am	Shuttle to B86	
9:45 am	10:30 pm	Inclusive Tech Lab & Microsoft Accessibility Jenny Lay-Flurrie, Chief Accessibility Officer <i>The Inclusive Tech Lab is a Microsoft space dedicated to inclusive gaming. When people come to the lab, we introduce them to the social model of disability through the lens of gaming. Participants will hear from the presenter Microsoft's story of diversity, inclusion, accessibility, privacy, and online safety. They will see and participate in a hands-on demonstration of the adaptive controller.</i>	B86 Inclusive Tech Lab 5074 154 th PI NE Redmond, WA 98052
10:30 am	10:45 am	Shuttle to Building Studio C	
10:45 am	11:45 am	IVAS Demo <i>Microsoft's Integrated Visual Augmentation System (IVAS) is an ongoing US Army program to provide infantry personnel with mixed reality (MR) devices that enable image rendition in low light conditions, object outlining, 3D mapping overlays, picture-in-picture displays, and other features. Visitor's will be able to view a demonstration of the IVAS technology and try the wearable device.</i>	Studio C IVAS Suite 3640 150th Ave NE, Redmond, WA 98052
11:45 am	11:50 am	Walk to Lunch	
11:50 am	12:50 pm	Lunch <i>Individual dining cards will be provided to each attendee. A map of dining options is included in your folder.</i> <i>There will be an option to stop at the Microsoft Visitors Center and Store on the way to Commons for lunch.</i>	Microsoft Commons 15255 NE 40th Street Redmond, WA 98052
12:50 pm	1:00 pm	Walk to B99	
1:00 pm	1:45 pm	Tour Microsoft Research Lab Ashley Llorens, VP Distinguished Scientist and Managing Director <i>The Redmond lab is at the hub of Microsoft Research's globe-spanning organization that fosters open collaborations with partners throughout industry and academic institutions as well as Microsoft product teams. Participants will receive a presentation on Microsoft's global Research footprint, will walk through the hardware lab to see the tools</i>	B99 Research Lab 14820 NE 36th Street Redmond, WA 98052



Start Time	End Time	Subject/Speaker	Location
		<i>used by the team, and see a demonstration of new technologies currently being tested.</i>	
1:45 pm	2:00 pm	Shuttle to Microsoft Treehouses	
2:00 pm	2:45 pm	Sustainability at Microsoft Lucas Joppa, Chief Environmental Officer <i>Lucas Joppa will present Microsoft's approach to solve global environmental challenges in the key focus areas of climate, agriculture, water, and biodiversity. Participants will hear a presentation of how our technology AI for Earth works to advance sustainability across the globe.</i>	Treehouse OMS-1 3620 163rd Ave NE Redmond, WA 98052
2:45 pm	3:00 pm	Shuttle to CCC	
3:00 pm	3:30 pm	Azure Cloud Collaboration Center Tour <i>The CCC is designed to offer customers a window into the massive scale of Microsoft's cloud management demonstrating the operational capabilities required to deliver a highly reliable cloud platform, at scale around the globe, and to inspire customers with examples of how the Microsoft Cloud empowers them to transform their businesses. Participants will take a walking tour through the center where the guide will showcase customer examples of cloud technology through storytelling, video, and product demonstrations.</i>	Building 42 CCC 15590 NE 31st St Redmond, WA 98052
3:30 pm	3:45 pm	Coffee Break	
3:45 pm	4:15 pm	Nation State Attacks and Cybersecurity Briefing Cristin Goodwin, Associate General Counsel <i>Cristin Goodwin will discuss what Microsoft is seeing with regards to nation-state cyberattacks. The Digital Security Unit is focused on why nation-state attacks are happening; what the impact of the attacks may mean to victims, governments, or the ecosystem; and the unique perspective only Microsoft can bring to understanding attacks, responding to incidents, shaping laws, or ensuring compliance with cybersecurity laws and regulations.</i>	B42 Room 44
4:15 pm	4:30 pm	Microsoft Shuttle to Redwest C	



Start Time	End Time	Subject/Speaker	Location
4:30 pm	5:15 pm	Digital Crimes Unit Tour Amy Hogan-Burney, GM, Digital Crimes Unit	Redwest C DCU 5600 148th Ave NE Redmond, WA 98052
<i>Microsoft's Digital Crimes Unit (DCU) is an international team of technical, legal and business experts that has been fighting cybercrime to protect victims since 2008. We use our expertise and unique view into online criminal networks to uncover evidence so that we can make criminal referrals to appropriate law enforcement throughout the world. DCU technicians will lead a tour through the space.</i>			
5:15 pm		Depart Microsoft for Hotel	
6:15 pm		Meet in Hotel Lobby Depart for Dinner <i>Meet Christiana Meyers from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>	Hyatt Regency 900 Bellevue Way NE Bellevue, WA 98004
6:30 pm		Group Dinner at Black Bottle	Black Bottle Bellevue 919 Bellevue Way NE Bellevue, WA 98004

Friday, July 1, 2022

Start Time	End Time	Subject/Speaker	Location
6:00 am	6:25 am	Shuttle from Hyatt Regency to SeaTac Airport	
8:25 am	4:32 pm	Depart SeaTac Airport Akaka Airlines Flight AS0004	SEA to DCA

June 3, 2022
100 E Capitol St NE
Washington, DC 20003

Attention: Willie Lyles, III

Subject: Travel for Willie Lyles, III

Dear Willie Lyles, III:

We are pleased to invite the person(s) mentioned in the subject of this letter to visit the Microsoft Campus in Redmond in June. The purpose of the visit is to discuss cybersecurity, cloud computing, sustainability, research and emerging technologies. The trip will include one dinner, speakers, policy discussion, and tours of the Microsoft campus. The proposed timing for this trip, pending your confirmation, is from June 29, 2022 to July 1, 2022.

Microsoft values the participation of its government customers at events such as this and would like to pay for travel and lodging expenses for Willie Lyles, III. If permitted, we would be pleased to pay for the following expenses:

- Round trip airfare with a maximum value of US \$1500.00.
 - This travel will be in Economy Class.
- Lodging for 1 night.
- Meals and refreshments.
- Transportation between the hotel, Redmond campus, and dinner
 - Attendees are responsible for their own transportation to and from airports.

Please note that Microsoft will not be providing reimbursement for any other expenses related to the event not identified above. The official or the agency will be responsible for those expenses. Microsoft will purchase airfare, lodging, meals, and transportation on behalf of the official; we will not provide any personal reimbursement to the official.

It is the intent of Microsoft that payment of these expenses is compliant with all applicable laws, regulations and ethics rules regarding gifts and donations. Microsoft pays these expenses without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party. Microsoft pays these expenses with the understanding that it will not be prohibited from any procurement opportunities. Finally, your acceptance imposes no obligation on your organization to acquire or use any Microsoft product or service.

An official senior to the officials receiving travel, or a representative of your agency's legal or compliance department should review this letter, and if approved, have him or her sign in the space provided below and return to Whitney Sleigh at Microsoft (you may scan and send by email to y-wsleigh@microsoft.com on or before June 10, 2022).

Regards,

Michaela Berendt

Michaela Berendt
Business Operations Associate
CELA, USGA

APPROVED:

House Majority Whip
Name of Government Agency

[Signature]
Signature of Approver

(The trip must be approved by either (i) an individual at the agency senior to the official receiving the travel or (ii) the agency's legal or compliance department).

Chief of Staff
Title of Approver

6/10/2022
Date